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OPNAV INSTRUCTION 1560.10D

From: Chief of Naval Operations

Subj: ADMINISTRATION OF THE UNITED SERVICES MILITARY
APPRENTICESHIP PROGRAM

Encl: (1) General Information
(2) Registration, Cancellation, and Suspension
(3) Program Requirements

1. Purpose. To issue guidance and procedures for the administration and management of the United Services Military Apprenticeship Program (USMAP). This instruction is being reissued with a new date, updated version and signature authority to meet Chief of Naval Operations' (CNO) age requirement for Office of the Chief of Naval Operations (OPNAV) instructions. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1560.10C.

3. Background. The USMAP enables participating personnel in the U.S. Coast Guard, U.S. Marine Corps and U.S. Navy to earn certification as journey workers per standards of the U.S. Department of Labor (DOL) in specific occupational fields. Certification of completion of apprenticeship can be earned through documented work experience and related instruction. USMAP supports the professional development of military personnel, reinforces the occupational skills of those active duty personnel registered in the program, and encourages the reenlistment of registered personnel in order to complete the apprenticeship. Note: The term "apprentice" as used in civilian programs and the USMAP is not the same as the term "apprentice" associated with the Navy pay grade E-2.

4. Discussion

a. The USMAP is managed by the Naval Education and Training Professional Development and Technology Center (NETPDTC),

reporting via Commander, Naval Education and Training Command (NETC), and in cooperation with the DOL, Employment and Training Administration, Office of Apprenticeship (DOL, ETA/OA).

b. This program motivates members to further develop their skills and knowledge in their rate and occupational specialty and allows active duty military personnel to receive appropriate civilian certification for skills and training attained while on active duty.

c. Registration in the program will be automatically canceled when a person is discharged, separated, released to inactive duty, or retired.

d. The USMAP must adhere to the same standards as those imposed upon similar programs in the civilian sector. To earn the confidence, respect, and acceptance of civilian employers, it must be of equal quality, duration, and difficulty.

e. Enclosures (1) through (3) set forth the procedures and guidance for administration of the USMAP.

5. Responsibility. NETPDTC must administer the USMAP and has designated the Director, NETPDTC Voluntary Education (VOLED) Support Site, Saufley Field as the agent for all matters relating to the USMAP. Specific areas of responsibility are delineated in enclosure (1).

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

7. Forms and Information Collection Requirements

a. The forms listed in subparagraphs 7a(1) through 7a(3) are available from USMAP Web site <https://usmap.netc.navy.mil>.

(1) CPPD Form 1560/1 Apprentice Registration Application

(2) CPPD Form 1560/2 Apprentice Progress/Status Report

(3) CPPD 1560/3 Work Experience Hourly Record

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b. The CPPD Form 1560/2 is exempt from reports control by SECNAV Manual 5214.1 of December 2005, part IV, subparagraph 7l.



W. F. MORAN

Deputy Chief of Naval Operations
(Manpower, Personnel, Training
and Education)

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GENERAL INFORMATION

1. Introduction

a. National apprenticeship standards for the USMAP were established by authority of the Secretary of Navy, Secretary of Labor, and the Chief of Staff, U.S. Coast Guard on 11 April 2000. The standards provide general policy and guidance to commanding officers responsible for training and development of registered apprenticeships with the DOL, ETA/OA.

b. The objectives of USMAP are to develop highly-skilled journey workers who will continue to use their technical skills and knowledge within the Military Service and who will incidentally qualify for employment in a recognized civilian trade after the expiration of their enlistment or upon retirement. Adherence to the standards of an apprenticeship program may also reinforce professionalism and enhance individual promotion opportunities. The program will promote wide recognition of the value of military training and experience. Note: Training beyond Navy requirements will not be approved merely to meet apprenticeship requirements. Any additional hours of related instruction required to meet the standards of private industry will be identified, and the individual military person will be enjoined to secure such necessary instruction or training in order to fulfill the prerequisites for the awarding of a certificate of completion of apprenticeship.

c. USMAP will approve the trades to be introduced as apprentice able occupations within the active duty service. The identification of a trade for an apprenticeship will depend upon the criteria listed in subparagraphs 1c(1) through 1c(4).

(1) The conditions and trends of the national labor scene.

(2) The assurance that a selected and registered active duty apprentices receive work experience and related instruction similar to those received in the civilian sector.

(3) The availability of facilities and supervisory personnel for on-the-job training and related instruction.

(4) The assurance administration procedures and controls will be exercised in a manner which will earn the confidence and respect of the civilian trade sector.

2. Terminology. The USMAP for active duty personnel uses the terminology of the DOL, ETA/OA as listed in subparagraphs 2(a) through 2(m).

a. Apprentice. An individual who is on active duty in the U.S. military, meets his or her service's qualification requirements, and has entered into a written apprenticeship agreement for learning the skills of a recognized occupation under the provisions of the DOL, ETA/OA.

b. Apprentice Semi-Annual Report or Apprentice Progress/Status Report. A semi-annual report using CPPD Form 1560/2 Apprentice Progress/Status Report to record the total number of work experience hours earned in individual skill areas. The CPPD Form 1560/2 is also used to request apprentice actions such as cancellations, suspensions, and completions of the program.

c. Certificate of Completion of Apprenticeship. A document issued by the DOL, ETA/OA attesting to the fact an individual has completed the apprenticeship.

d. Journey Worker. A person who has satisfactorily completed an apprenticeship and has been awarded a certificate attesting to this completion. Military personnel completing an authorized apprenticeship under the USMAP will be awarded a certificate of completion of apprenticeship by the DOL, ETA/OA.

e. Previous Work Experience. Verified on-the-job work experience in skill areas as required by the applicable apprenticeship trade which was completed prior to registration.

f. Registrar. An authorized and qualified individual assigned to USMAP who counsels and registers eligible personnel as apprentices.

g. Registration. The action by which a registrar enrolls a qualified individual as an apprentice with the DOL, ETA/OA.

h. Related Instruction. The formal classroom training which provides the potential apprentice with the required

background knowledge of the trade. Successful completion of an applicable Military Service school(s) or other related school(s) is required for registration (see enclosure (2), paragraph 1, for details). Related instruction cannot be waived or interchanged with work experience.

i. Non-Duplicated Work Verification. Verified on-the-job work in the skill areas required by an apprenticeship trade. Work experience is not to be confused with related instruction (subparagraph 2h).

j. Work Experience Hourly Record. CPPD 1560/3 Work Experience Hourly Records contained within the work experience logbook, used for the entry and verification of completed hours of on-the-job skills. The on-line version is found under the "weekly logs" link on a registered apprentice's USMAP record and the apprentice must maintain printed copies of on-line record.

k. Work Experience Logbook. A booklet issued to the apprentice at the time of registration if Internet connectivity is an issue and held thereafter as a personal possession. The work experience logbook identifies the work experience hours earned.

l. Work Processes Schedule. An outline of the skill areas within an apprenticeship trade and the hours of work experience required to complete each skill area. It is often referred to as a "work experience plan." It is simply a breakdown of the work experience to be completed during the term of the apprenticeship.

m. Workday. An 8-hour day is considered a normal workday. Hours logged by the apprentice in excess of eight hours daily must require an explanation and justification entry by the supervisor or division officer in the "Comments" section on the CPPD 1560/3.

REGISTRATION, CANCELLATION, AND SUSPENSION

1. Registration Requirements

a. Qualifications for registration include:

(1) Be on active duty or full time support and have sufficient time remaining on active duty to complete trade requirements (it is recommended that a Service member have a minimum of 12 months remaining on active duty regardless of trade);

(2) Be designated in a rating and occupational specialty applicable to an authorized apprenticeship trade;

(3) Be assigned duty in an authorized apprenticeship trade billet;

(4) Possess a high school diploma or state General Educational Development equivalency certificate; and

(5) Match current rating and occupational specialty or assigned duty to a trade listed at the USMAP Web site at <https://usmap.netc.navy.mil>.

b. The registrar is authorized to accept certain substitutes for the military school requirement if the applicant can provide official validation of satisfactory completion of the required hours of related instruction. This instruction must be completed at an equivalent Department of Defense, civilian, or other nationally recognized organization providing occupation-related classroom instruction. The DOL, ETA/OA recommends 144 hours of classroom-related instruction for each 2,000 hours of an apprenticeship. To ensure the credibility of the USMAP and its participants, participating military personnel will be required to meet the DOL recommendation. Therefore, a 4,000-hour apprenticeship requires 288 hours of documented related instruction, a 6,000-hour apprenticeship requires 432 hours of instruction, and an 8,000-hour apprenticeship requires 576 hours of instruction.

c. An individual can be registered in only one trade at a time. An existing apprenticeship must be completed or canceled before an apprenticeship in another field can begin.

2. Registration Procedures

a. Individuals may register on-line or submit CPPD Form 1560/1 Apprentice Registration Application to the USMAP administrator.

b. The apprentice may be credited with 1,000 hours for each full year of applicable military work experience prior to registration for trades of less than 2200 hours duration. Credit for previous work experience cannot exceed more than 50 percent of the term of the apprenticeship (e.g., no more than 3,000 hours of previous work experience can be credited to a 6,000-hour apprenticeship). Fractions of years of previous work experience will not be credited. Certain trades require an apprentice to complete specific trade-related courses before time begins for calculating pre-registration credit. These trades and courses are listed on the USMAP Web site.

c. Upon acceptance of CPPD Form 1560/1, the registrar will enroll the qualified member in the requested trade.

d. On-line enrollees will be notified of enrollment via an e-mail letter.

e. Members requesting to participate via paper log will receive an acceptance e-mail and will receive USMAP 6-month log books via mail if required.

3. Cancellation of Registration

a. Registration will be canceled for any of the reasons listed in subparagraphs 3a(1) through 3a(4).

(1) At the request of the apprentice.

(2) Unsatisfactory rating in professional competence.

(3) Upon discharge or release to inactive duty.

(4) Failure to submit a semi-annual CPPD Form 1560/2 for a period of 18 months or 3 missed reports.

b. Cancellation of registration is accomplished by submitting an email request or by submission of an appropriately checked CPPD Form 1560/2 signed by the apprentice.

c. Cancellation of registration is equivalent to removal from the apprenticeship program; however, an individual can reenter the apprenticeship program by reapplying for registration. If the reapplication is approved, only the number of hours of pre-registration work experience credit originally awarded will be granted. Work experience previously recorded by the USMAP administrator will be retained. The USMAP administrator will process the reinstatement application and forward the appropriate work experience logbook to the applicant if required.

4. Suspension of Registration

a. Suspension of registration is temporary inactivation of an apprenticeship, upon request, for a maximum of 1 year. The apprentice is not required to submit an on-line semi-annual report or CPPD Form 1560/2 until 6 months after suspension is lifted.

b. Suspension is accomplished through an email request or the submission of an appropriately marked CPPD Form 1560/2 to the USMAP administrator, signed by the apprentice.

c. Suspension will be granted by the USMAP Registrar if the apprentice is unable to work in the apprenticeship trade for a period of up to 1 year due to operational requirements, hospitalization, orders to light duty, or assignment to duties not related to the trade in which registered.

d. A suspension will be terminated if the apprentice resumes work in the apprenticeship trade within 1 year after the date of suspension.

e. Cancellation of suspension does not require re-registration. Member must notify USMAP of their request to cancel suspension.

f. USMAP will automatically cancel suspended apprenticeships in effect beyond 1 year unless a CPPD Form 1560/2 has been submitted.

PROGRAM REQUIREMENTS

1. Responsibilities

a. Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (CNO (N1)) must issue policy and provide resource sponsorship for USMAP.

b. NETC must:

(1) Execute policy and provide executive oversight of the program.

(2) Provide program standardization and complete actions related to planning, acquisition, and execution guidance of USMAP.

(3) Recommend policy changes to CNO via the chain of command.

c. Commanding Officer, NETPDTC must:

(1) Ensure appropriate staffing for program integrity.

(2) Provide information technology support, and arrange for the printing and distribution of the program materials.

d. USMAP Office must:

(1) Identify and approve the trades to be introduced as apprenticeship trades.

(2) Evaluate the overall effectiveness of the program.

(3) Assign responsibility for issuing work processes schedules for designated apprenticeship trades.

(4) Ensure all assigned staff are trained and qualified prior to being designated registrars.

(5) Ensure acceptable levels of proficiency are met for apprenticeship trades.

(6) Provide reports of enrollments, cancellations, and completion and requests for blank completion certificates to the DOL, ETA/OA, as required.

(7) Provide assistance to commanding officers and officers in charge of registered apprentices regarding the USMAP procedures and requirements.

(8) Maintain electronic files on all apprentices for tracking progress, suspensions, cancellations, and completions.

(9) Process on-line and paper enrollment requests.

(10) Issue work experience logbook on request to members without Internet access.

(11) Verify completion of required training.

(12) Ensure applicant meets eligibility requirements for requested trade.

(13) Accept or reject submitted reports.

(14) Process accepted semi-annual or apprentice progress status reports.

(15) Arrange for the printing, stocking, and distribution of program materials.

e. Commanding officers of registered apprentices must:

(1) Appoint in writing (copy to the USMAP administrator) a USMAP coordinator who will be responsible for implementing the USMAP at their command. Recommend the education service officer or command career counselor performs this function. Commanding officers are encouraged to grant their USMAP coordinator "By direction" authority for USMAP matters.

(2) Ensure the semi-annual progress reviews of the apprentice's progress are conducted, as required. The commanding officer or designated representative (with "By direction" authority referred to as "designated representative") must perform the review and sign the semi-annual summary or the CPPD Form 1560/2 documenting approval of the complete report.

(3) Give apprentices opportunities to work in each of the skill areas in their work processes schedule.

(4) Cancel the registration of an apprentice for any reason cited in enclosure (2), subparagraph 3a. Ensure the apprentice is counseled and signs the cancellation request.

(5) Suspend the registration of an apprentice for any reason cited in enclosure (2), subparagraph 4c. Ensure the apprentice is counseled and signs the suspension request.

(6) Ensure the entries in on-line logs or the CPPD Form 1560/3 are verified weekly by the work center supervisor and monthly by the division officer or department head. Ensure signature requirements are met.

(7) Provide appropriate recognition for those apprentices receiving certificates of completion of apprenticeship.

(8) Assist apprentices and prospective apprentices who desire to participate in this program.

f. Navy college offices, marine lifelong learning centers, educational services offices, and command career counselor offices will provide counseling and assistance as required to apprentices and prospective apprentices on an individual basis, as requested.

g. Individual apprentices must:

(1) Follow the procedures outlined in enclosure (2) when applying for registration in the program. Provide all required documentation. There are two procedures for reporting hours, on-line or mail-in. The applicant must choose one procedure at time of registration. The apprentice must use the same procedure within each semi-annual reporting period. The CPPD Form 1560/2 is the only report member will submit semi-annually to the USMAP administrator. Subsequent CPPD Form 1560/2 can be submitted on-line or mail-in. Ensure reports are submitted in a timely manner. Reports are due every 6 months from date of enrollment. Do not begin logging work experience hours until

the registration process is complete and on-line confirmation email or logbook has been received. Record hours only from the official log start date.

(a) On-Line Procedures

1. Enter hours of work experience on-line. Log hours only in full or half-hour increments. Print out the weekly log and have all entries verified by the work center supervisor weekly and the division officer and department head monthly. Enter dates of obtained signatures in your on-line record.

2. Electronically submit the CPPD Form 1560/2. Print CPPD Form 1560/2 for review by the commanding officer or designated representative.

3. Schedule an interview with the commanding officer or designated representative to review work experience on-line records and progress toward completion of the program.

4. Submit the semi-annual summary via e-mail, fax or mail to the USMAP administrator. CPPD Form 1560/2 will not be processed until signed copy is received by the USMAP office.

5. The apprenticeship is complete when all hours of work experience required by the apprenticeship have been completed.

(b) Mail-In Procedures

1. Enter hours of work experience on the CPPD Form 1560/3. Log hours only in full or half-hour increments. Have all entries verified by the work center supervisor weekly and the division officer and department head monthly. Record hours only from your official log start date.

2. Complete CPPD Form 1560/2 for review.

3. Schedule an interview with the commanding officer (or designated representative with by direction authority) to review work experience hourly records and progress toward completion of the program.

4. Mail the original signed CPPD Form 1560/2, with a copy of all work experience hourly records which have been verified since the last progress interview, to the USMAP administrator. Fax copies will not be accepted.

5. Request a certificate of completion of apprenticeship when all hours of work experience required by the apprenticeship have been completed. Mark the appropriate block on the final CPPD Form 1560/2 signed by the commanding officer or designated representative, and forward to the USMAP administrator. Include a copy of all work experience hourly records verified since the last progress interview. Fax copies will not be accepted.

(2) Document only actual hours worked in the skill areas identified in the Work Process Schedule of the selected trade.

(3) Request suspension of registration if an operational requirement, hospitalization, orders to light duty, or assignment to duties not related to the trade in which registered will prevent working in the skill area for 1 year or less. Suspension is described in enclosure (2), paragraph 4.

(4) Request cancellation of registration if rated in the lower 50 percent of professional competence, discharge or release to inactive duty, termination of work experience for 1 year or more, death, or personal request of apprentice. Cancellation is described in enclosure (2), paragraph 3.

2. Waivers

a. Apprentices that have submitted at least two CPPD Form 1560/2s who anticipate release from active duty through no fault of their own prior to completion of the required work experience hours may request a waiver of a limited number of work experience hours. The work experience hours waived cannot exceed the required hours of related instruction required for registration.

b. To request a waiver, a letter from the apprentice must be submitted to the USMAP administrator stating reasons hours cannot be completed. The letter must be accompanied by an endorsement from the apprentice's commanding officer or

designated representative. After evaluation by the USMAP administrator, the apprentice will be notified as to the disposition of the request.

c. There are no other program authorized waivers.

3. Transfer of Training Obligation. Any apprentice is authorized to continue his or her apprenticeship obligation upon transfer to a new military installation, providing the installation offers appropriate work experience. If the apprentice cannot fulfill his or her apprenticeship obligation at the new installation, a request for cancellation or suspension of his or her apprenticeship must be forwarded to the USMAP administrator explaining the termination of work experience. Reinstatement into the apprenticeship trade may be requested upon military transfer back into that occupation. Work experience recorded by the USMAP administrator will be retained.

4. Apprenticeship Trades. Trades are frequently updated. Visit the USMAP Web site at <https://usmap.netc.navy.mil> for a current list of trades.

5. Contact Information. CPPD Form 1560/1, CPPD Form 1560/2, correspondence and requests for information relating to the USMAP are to be addressed to:

USMAP Administrator
NETPDTC
USMAP (N24)
6490 Saufley Field Road, BLDG. 2435
Pensacola, FL 32509-5251
Telephone: DSN: 753-6157
Commercial: (850) 473-6157
E-mail: USMAP@navy.mil
Web page: <https://usmap.netc.navy.mil>